

FEB 6 1951

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR OPERATIONS  
SUBJECT: Inter-Office Correspondence  
REFERENCE: ADPC memo to ADPC dated 31 Jan 1951,  
same subject

1. Referenced memorandum set forth the procedure authorized by the Assistant Director for Operations by which the three Divisions of that Office, i.e., [redacted] Contact Division, and Foreign Documents Division, may correspond directly with the divisions of other Offices on certain matters. Comments were requested concerning this procedure as it relates to correspondence between the Office of Operations and the Office of Policy Coordination.

2. The OPC is in hearty accord with the procedure as established by the Office of Operations and agrees that it results in a definite reduction in the workload placed upon the Office of the Assistant Director concerned and increases the rapidity of transmission of such correspondence. It is recommended that the procedure as now established for direct correspondence between Divisions of the Office of Operations and authorized contact points within the Office of Policy Coordination be continued.

[redacted]  
Assistant Director for  
Policy Coordination

[redacted]  
1/16/51/51/51

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**SECRET** (When Filled In)

AREA OR COUNTRY(S)	ORGANIZATION(S)	GENERAL FUNCTION(S)	SPECIFIC FUNCTION(S)	DOC DATE CLASS
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<b>HQ</b>	<b>OO</b> <i>DPC</i>	<b>DDP</b>	<b>Liaison (intra-agency)</b>	<b>31 Jan</b> <b>1951</b> <b>and</b> <b>6 Feb.</b> <b>1951</b>

**IDENTIFICATION OF DOCUMENT**

25X1 Memo from [ ] AD/O to [eight] Assistant Directors.  
**Subject:** Inter-Office Correspondence and Reply from ADPC, same subject.

**ABSTRACT NOTATION REFERENCES**

**STATSPEC**

Proposes continuation of authorization permitting Divisions [ ] Contact Division and FDD) to correspond directly with Divisions of other Offices under certain condition.

Memo from ADPC dated 6 February 1951 concurs under conditions specified.

**DOCUMENT LOCATION**

HS/CSG-1503 ✓

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